

## Job Description and Person Specification Marketing and Sales Assistant

- Reports to:** Director and Marketing and Sales Manager
- Key aims:** The provision of marketing and sales administrative support for Sargent-Disc Ltd.
- Salary:** £21,000 - £25,000pa + Benefits and Annual Bonus (reviewed at Company discretion).

Sargent-Disc, an established fast growing company is looking for an energetic Marketing and Sales Assistant to join the team and share in its success. The film and television industries' largest provider of production management software and services, the company is at the forefront of production - working with all the major US film studios and television networks, UK broadcasters and many independent production companies. Over the last three years alone, Sargent-Disc has provided services to productions that have been nominated for a total of 87 BAFTAs, 52 Oscars and 41 Golden Globe Awards. Recent film and television credits include *Mission Impossible: Fallout*, *Crazy Rich Asians*, *Mamma Mia: Here We Go Again*, *The Children Act*, *Game of Thrones*, *The Crown*, *Outlander* and *Ready Player One*. It also provides its expertise and experience to educate current and prospective members of the film industry in areas of best practice such as gender equality, diversity, sustainability and productivity. It does this through a programme of seminars, industry awards, networking events and sponsorship.

The Marketing and Sales Department works closely with the business to ensure our constantly evolving products meet the needs of its users and are promoted to them. The Assistant will help the department promote Sargent-Disc's brand through supporting the delivery of industry events such as the Sargent-Disc International Producers' Reception at the Cannes Film Festival, and the Digital Production Office® Forum at the Edinburgh International Television Festival. As the company continues to grow there will be opportunities for the post holder to develop their career.

Sargent-Disc recently moved to new headquarters in the beautiful market town of Beaconsfield, only 20 minutes by train from central London, whilst retaining its training facility at Pinewood Studios. Independently certified carbon neutral, the company invests in and promotes the use of low carbon technologies, working closely with the BAFTA Albert Consortium as an Official Partner to encourage the reduction of carbon on production.

### 1. Job Description

**The post holder will provide assistance and support for marketing, sales and the implementation of Sargent-Disc's services and products for film and TV production, including the Digital Production Office® suite of software.**

#### **Main Functions:**

- Update and administer Sargent-Disc client records, marketing and sales activity within the Customer Relationship Management (CRM) database.
- Research and provide summary digests as required, including the tracking of domestic and international film and television production within CRM.
- Administrative support for marketing activities such as:
  - updating the company websites and social media profiles;
  - contributing to original content for publication in print and online;
  - assisting communication with clients, resellers and academic partners;
  - assisting with the organisation of events such as trade shows, panel discussions, award nights, academic/training activities and events, and our annual events.
- Sales administrative support including:

- handling product and service enquiries;
- corresponding with clients;
- administering client agreements and contracts;
- processing software sales payments and reporting;
- generating sales reports for products and services as required;
- helping demonstrate our products to prospective clients.
- Working to the Marketing and Sales Manager and Product Manager.
- Formatting documents and forms.
- Drafting documents, letters and email correspondence.
- Organising meetings and producing minutes as required.
- Other administration duties as required.

The post may involve occasional unsocial hours at weekends and in the evenings.

## 2. Person Specification

Sargent-Disc is looking for an enthusiastic, calm, well organised Marketing and Sales Assistant, with good communication skills and an attention to detail to join the company.

### **Knowledge, Skills, Experience and Personal Qualities**

#### **Essential:**

- Strong administration skills covering a range of systems and procedures including: accurate data entry; databases; maintenance of effective physical and electronic filing systems and records; an ability to organise meetings and diaries, take minutes and undertake research.
- First class written English, strong drafting skills for clear and professional written communications
- Excellent interpersonal and communication skills for good working relationships with external companies, clients, agencies and internally.
- Ability to deal with a variety of enquiries (by phone and email), and at ease in all social settings.
- Computer literate - an experienced user of Microsoft Word, Excel and PowerPoint packages.
- Ability to prioritise and deal with a high volume and varied workload.
- Ability to work co-operatively with colleagues.
- A commitment to developing additional skills.
- A commitment to the work of Sargent-Disc and an interest in the film and television industries.

#### **Desirable:**

- Educational Qualification: BA Honours Degree or above.
- Two years relevant work experience.
- Experience of assisting with the production of print and online marketing materials, communication tools and events.
- Experience of assisting with web editing and social media.
- Experience of CRM systems.
- Familiarity with graphic software packages.
- Foreign languages.

#### **To Apply:**

Please email your CV with a covering letter detailing relevant experience with reference to the job description and person specification and include contact details for two referees should you be shortlisted for interview to: **cvs@sargent-disc.com by Friday 23 November 2018**

**PLEASE NOTE: Only candidates shortlisted for interview will be contacted.**